

**DASAS
INTERNAL/EXTERNAL
POSITION POSTING**

COVER SHEET

NAME OF POSITION: Prevention Educator
(Part Time Grant Term Position Averaging 10 hours per week)
Date of Posting: October 15, 2012

Date Posting Ends: October 26, 2012

If interested in applying, please review job description and submit cover letter, stating how you meet no less than minimum requirements. Deliver these in person **ASAP** to the DASAS Administration Office (Kim Kramer) or by e-mail to kimk@dasasmi.org before the posting deadline. Current Qualified DASAS employees working 30 hours or less are welcome to apply as an additional position.

Applications received after the posting ends will not be considered.

DOMESTIC AND SEXUAL ABUSE SERVICES

JOB DESCRIPTION AND PERFORMANCE EVALUATION

JOB TITLE: PREVENTION EDUCATOR

REPORTS TO: Executive Director

FLSA STATUS: Non-Exempt

Employee Name:

**All duties or responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA).
Job descriptions meet DASAS Performance Standards and the MDVSAPT Grant Requirements.**

Education: Bachelor's Degree in human services field preferred.

Minimum qualifications/Experience: Must be self-initiating person who can work independently with minimum supervision. Experience working with domestic violence and sexual assault survivors preferred; interest and concern for survivors of domestic violence and sexual assault. Excellent organizational skills; ability to set priorities and to meet deadlines. Excellent interpersonal and listening skills. Able to work with individuals from diverse backgrounds. Demonstrated communication skills, including excellent writing skills. Reliable transportation.

Universal Essential Functions		Meets	Exceeds	If does not meet or exceed, an Action Plan is Required
1A	Be familiar with and adhere to the DASAS policies and performance standards.			Y N
2A	Pass annual criminal background checks and DHS central registry checks.			Y N
3A	Maintain an open, friendly, professional relationship with all staff and clients, to include respect for culture, diversity and ethnicity.			Y N
4A	Maintain confidentiality at all times.			Y N
5A	Attend training, planning and regular meetings as needed/required.			Y N
6A	Foster communication among staff to promote strong, supportive teams and resolve conflict in an appropriate problem solving manner.			Y N
7A	Maintain accurate documentation and complete written reports as required by position.			Y N
8A	Ability and willingness to comply with DASAS Ethical Standards in their entirety.			Y N
9A	Knowledge of computer software programs (Microsoft Word, Excel, and Outlook) and Internet is required. Familiarity with Microsoft Access, Powerpoint, and desktop publishing applications also preferred.			Y N
10A	Attend the MCADSV New Service Providers training as soon as possible after being hired.			Y N
General Essential Functions		Meets	Exceeds	Action Plan Required

1B	Keeping all necessary records, reports, and statistics, and collecting outcome measurement surveys in a respectful, anonymous .			Y N
2B	Performing other tasks as directed by Supervisor/Executive Director.			
3C	Attend collaborative community meetings as needed/assigned.			

	Position Specific Essential Functions	Meets	Exceeds	Action Plan Required
1C	Maintaining the Healthy Relationships curriculum, updating as needed taking into consideration current trends and body of research findings.			Y N
2C	Maintain contacts with school personnel and administrators and work to ensure HR is presented in each middle/high school in Cass and St. Joe Counties.			Y N
3C	Maintain Trello Board or other system of recording progress.			Y N
4C	Present the HR curriculum in Cass and St. Joseph schools in an organized, efficient manner, according the the guidelines set forth by MDVPTB.			Y N
5C	Maintain calendar of scheduled presentations.			
6C	Attend Supervisory meetings as needed/directed.			

	Professional Competence and Job Knowledge	Meets	Exceeds	Action Plan Required
1D	Demonstrates good judgment and decision making skills.			Y N
2D	Participates in training opportunities in addition to required agency training.			Y N
3D	Reliability, dependability and attendance.			Y N

The statements listed above are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

Supervisor Comments:

Employee Comments:

Do you agree with and understand the contents of the review? Yes No

Please explain.

Is the review helpful for your career growth? Yes No. If no, please explain:

Were the action steps (if any) developed with you and your supervisor? Yes No

Do you understand the objectives, standards and relationships of the action plans (if any)? Yes No

I have reviewed this document and discussed the contents with my supervisor. My signature indicates I have been advised of my performance status.

Employee Name: Danny Inman

Employee #: 137

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Director Signature: _____

Date: _____

Action Plan Attached	Y	N
Individual Professional Development Plan Attached	Y	N

Part time, grant term position.

**The qualifications listed above are guidelines for selection purposes;
alternative qualifications may be substituted to perform the duties of the job.**

[illegible]

[illegible]

